

STANMORE COLLEGE

VARIABLE HOURS TUTOR /ASSESSOR – BUSINESS ADMINISTRATION

We are looking for a Variable Hours Tutor/Assessor to support the learning of students in scheduled classes and to undertake related professional duties in the following areas:

Tutor /Assessor in Business Administration (Apprenticeship).

A relevant degree or professional qualification is required. Applicants without any qualifications but with substantial experience teaching their subject area may be considered. An appropriate teaching qualification or commitment to obtaining the qualification within the specified time period.

Salary: £20 - £25 per hour

Application forms are available from the Stanmore College website, www.stanmore.ac.uk or telephone 020 8420 7840.

Closing date for applications is Tuesday, 27th October 2020
Interviews will be held on – to be announced

STANMORE COLLEGE

Post: Variable Hours Tutor/Assessor – Business Administration

Job Summary: To support the learning of students in scheduled classes and to undertake related professional duties.

Main Duties

1. To teach scheduled classes as requested.
2. To prepare schemes of work and maintain such records as appropriate and directed.
3. To contribute learning materials and assignments to the collective learning resources of the Corporation.
4. To undertake detailed assessment and maintain other records as required.
5. To mark registers, monitor student attendance and complete registration requirements.
6. To participate in the Corporation's quality assurance procedures as directed.
7. To contribute to the action planning of students and provide interim and end of year reports as requested.
8. To undertake course and curriculum development essential for own teaching.
9. To participate in subject, course team and curriculum meetings and reviews, for which additional payment will be made.
10. To take responsibility for health and safety, equal opportunities and data protection within the scope of the post.

The postholder can be required to work at any site on which the College may operate and to carry out any other duties consistent with the grade of the post.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

Footnote

Variable Hours Lecturers will not normally be required to carry out the following duties:

- Market research
- Promotional activity
- Interviewing prospective students
- Course Managership (s)
- Curriculum development beyond the confines of the immediate subject taught
- Liaison with external agencies
- Organise student work experience

If any of these duties are required of particular lecturers additional payment will be agreed at the time.

The person specification for the Variable Hours Tutor/ Assessor job reflects the relatively narrow range of duties required of a Variable Hours Tutor/Assessor. Accordingly the range of criteria is different from those applicable to a Lecturer employed on a full-time or fractional basis.

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JOB TITLE: VARIABLE HOURS TUTOR/ASSESSOR – BUSINESS ADMINISTRATOR

ESSENTIAL CRITERIA

1 Equal Opportunity

An understanding of sound equal opportunities practice and a commitment to its implementation.

2 Job Related Knowledge/Aptitude/Skills

Knowledge of recent developments in post-16 education.
Knowledge of the requirements of relevant subject area.
Knowledge of Apprenticeship Standards
Administrative and organisational skills.
Ability to communicate clearly and accurately, verbally and in writing.

3 Experience

Relevant vocational/occupational experience.

4 Educational

A relevant degree or professional qualification. Applicants without any qualifications but with substantial experience teaching their subject area may be considered.
An appropriate teaching qualification or commitment to obtaining the qualification within the specified time period.

5 Personal Skills

Ability to motivate post-16 students.
Ability to work as a member of a team.
Ability to work on own initiative.

6 Other Qualities

Commitment to continuing professional development.
A flexible approach to work.
Willingness to work evenings and weekends as required.

ESSENTIAL Criteria

Assessor Award/s
Experience of teaching Business Administration